

NIH POLICY MANUAL

26101-20-2 - EXTERIOR SIGNS **Issuing Office: ORS/DES 496-6186** **Release Date: 10/31/94**

1. **Explanation of Material Transmitted:** This chapter is revised to include the role of the Police Branch, Division of Security Operations, ORS in approving traffic and parking signs and to reflect organizational changes in the Division of Engineering Services, ORS.
2. **Filing Instructions:**

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A. Purpose:

This chapter establishes policies and outlines procedures to be followed by components of NIH for the design and erection of all exterior signs, whether permanent or temporary, on the NIH Federal Enclave in Bethesda, Maryland, and the NIH Animal Center in Poolesville, Maryland.

B. Background:

In 1976, the Division of Engineering Services (DES), Office of Research Services (ORS), developed a comprehensive sign system, which was approved by the Director, NIH and the National Capital Planning Commission. The system gives primary attention to directing drivers to principal buildings and parking areas, with additional signs to assist in directing people between buildings and parking areas.

C. Policy:

All permanent outdoor directional signs will be constructed in accordance with the

DES Sign Manual. This manual identifies material, dimensions, type-face and other characteristics to assure uniformity and quality in design.

Other permanent signs include traffic and parking signs or other informational signage. Traffic and parking signage shall be in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways, published by The Federal Highway Administration, 1988. Informational signs shall be specified by the Grounds Maintenance and Landscaping Section (GMLS), Public Works Branch, DES, in cooperation with the Police Branch (PB), Division of Security Operations (DSO).

Temporary signs are those used to cover special events of short duration such as the Combined Federal Campaign, bond drives, special meetings, open house events, etc.

D. Responsibility:

The Director, Division of Engineering Services is responsible for approval, design, placement and maintenance of all permanent directional exterior signs on NIH property. Unauthorized directional exterior signs may be removed at the discretion of the Director, DES. The Chief, GMLS, and Chief, PB, shall be responsible for the approval, design, procurement, placement and maintenance of all traffic, parking, and other informational exterior signs. The only exceptions are parking signs to reserve parking for ICD Directors, which shall be approved by the Crime Prevention Branch, DSO. Any unauthorized parking, traffic, or informational signs may be removed at the discretion of the Chief, GMLS, or the Chief, PB.

E. Procedures:

Organizations desiring to erect permanent directional exterior signs must initiate a Work Request in the NIH DELPRO System, identifying the purpose, message and location of the sign(s). Information on initiating a Work Request may be obtained by calling the Program Management Branch, DES at 496-4895. Organizations desiring particular traffic, parking or informational signs must contact the Traffic Supervisor in the Police Branch at 496-5685 for approval.

An organization which needs temporary signs shall be responsible for obtaining the signs and posts and shall be responsible for the safe erection and timely removal of the signs. The organization must notify the Grounds Maintenance and Landscaping Section at 496-4817 at least one week before the signs are to be erected, so that GMLS may coordinate and assist, as needed, with the installation and removal of the signs.

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